RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # S661000	SCHEDULE # 001	PAGE # 1 OF 3
DEPARTMENT:	Law and Public Safety	AGENCY REPRESENTATIVE:	Anthony Miragliotta	
DIVISION:	Consumer Affairs	TITLE:	Deputy Director, Division of Consumer Affairs	
BUREAU:	Licensing Board General Schedule	PHONE #:	973-504-6551	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
Anthony Miragliotta	11/2/2005		11-14-05

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	MANAGEMENT OF ELECTRONIC RECORDS This records retention schedule pertains to record series which are maintained in electronic, imaged, and web-generated formats. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records			
0001-0000	Licensee Folder—Licensee File File includes materials related to all types of professional licenses, permits and/or certifications. May contain but is not limited to: application materials, licensure certificate (copy), background checks, renewal forms, address and name change forms, test scores, transcript, credential evaluation, English language proficiency test score, criminal history background checks, continuing education audit, disciplinary action (copy), and supporting documentation.	1 yr after entry into L2K	65 yrs after initial date of license or 7 yrs after proof of death whichever comes first	Destroy
0002-0000	License Applications—Denied, Deferred, Withdrawn, or Refunded Includes new and reciprocal applications	7 years		Destroy
0003-0000	Licensure Register	65 yrs after last entry		Archival Review
0004-0000	License Index/Card Files Lists licensees with corresponding license number serving as an index.	5 yrs after last entry	60 yrs	Archival Review

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S661000	SCHEDULE # 001	PAGE # 2 OF 3

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0005-0000	Complaint File Alphabetical reference of complaints against licensed professionals and licensed establishments. Contains but is not limited to: correspondence between the complainant, Board and licensee; inspection and investigative materials; transcripts; settlement agreements; and other supporting documentation.			
0005-0001	Complaint File--Closed with no Board Action	10 yrs after resolution	55 yrs	Destroy
0005-0002	Complaint File--Closed with Formal Board Action Copy of action retained in licensee file	10 yrs after resolution	55 yrs	Destroy
0005-0003	Complaint File—Closed with Formal Board Action—Precedent Setting Case Copy of action retained in licensee file	Permanent		Permanent
0006-0000	Complaint Register Log that includes but is not limited to date, complaint number, complainant's name, name of licensee and the final decision of the Board.			
0006-0001	Complaint Register, Manual	10 yrs after last entry in book	55 yrs	Destroy
0006-0002	Complaint Register, Electronic	65 yrs		Destroy
0007-0000	Board Member Files File contains but is not limited to: Letter of Appointment, copies of insurance and social security cards, travel documents, and supporting documentation.	7 yrs after end of Board service		Destroy
0008-0001	Education Files			
0008-0001	Continuing Education Provider File Contains correspondence and copies of accreditation forms for professional schools, courses and continuing education providers approved by the Board.	6 yrs		Destroy
0008-0002	Licensee Continuing Education File Lists name, address, number of continuing education credits, certificate number, and date of course, and course title.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S661000	SCHEDULE # 001	PAGE # 3 OF 3

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0008-0003	Student/Trainee/Intern Files Contain materials related to students, trainees and interns in training for a licensed profession. Files include but are not limited to: high school and college transcripts, registration materials, correspondence, and reports on training.	5 yrs after completion		Destroy
0009-0000	Educational Facility License Files Contains materials related to educational facilities that are licensed or accredited by a Board. May contain, but is not limited to application/accreditation materials, renewal materials, inspection and visit reports, copies of school contracts, correspondence, change of address forms and related materials.			
0009-0001	Educational Facility License Files – Health Related	65 yrs		Archival Review
0009-0002	Educational Facility License Files – Non-Health Related	1 yr after last renewal	6 yrs	Destroy
0010-0000	Examination Files--Unsuccessful Contains all information on applicant/student, including but not limited to: correspondence, application, and other related material. This information is transferred to the Licensee File upon licensing/certification.	7 yrs		Destroy
0011-0000	Renewal Files	7 years		Destroy
0012-0000	Investigative Files Includes investigative and inspection materials of the Enforcement Bureau.			
0012-0001	Investigative Files – Cases with No Board Action	10 yrs	55 yrs	Destroy
0012-0002	Investigative Files – Cases with Board Action	10 yrs	55 yrs	Destroy
0013-0000	Firm/Shop Registration File Materials relating to licenses for places of business, such as, but not limited to: pharmacies, barber shops and salons. May contain, but is not limited to: registration application; copies of incorporation papers, partnership agreements, application for permit, Certificate of Occupancy, and floor plans; complaint information, correspondence and inspection reports and related documentation.	1 yr after failure to renew	19 yrs	Destroy